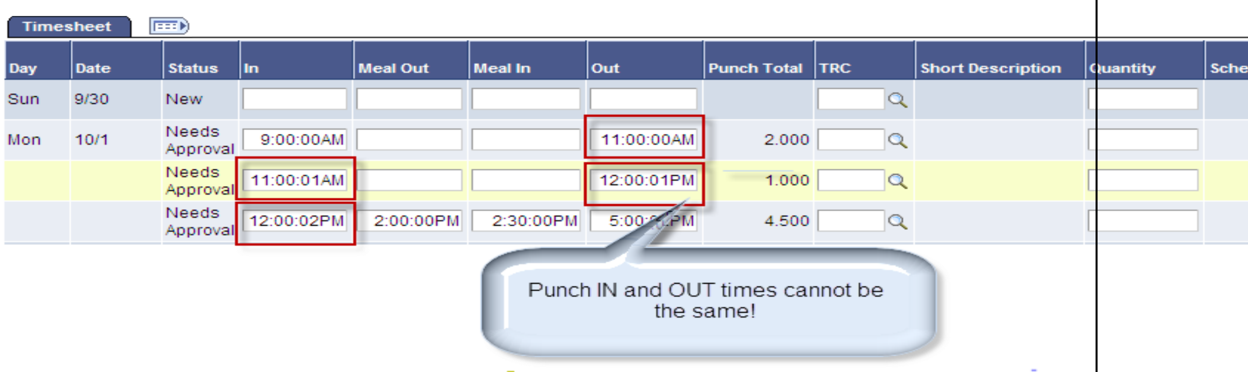
# Self Service Time and Attendance (SSTA): Punch Timesheet: Labor Distribution

**Important Reminders:**

- If you are a labor distribution employee, you will need to report your time worked and identify time spent on specific projects on your timesheet. This will be done by assigning hours worked to various combo codes and/or user fields.
- Choosing a combo code is very similar to choosing Time Reporting Code (TRC).
- Some agencies may utilize the User Fields on the labor distribution timesheet. The user field will have the department 3 digit code at the start of the value
- If you have questions on which combo code to report, please contact your agency's Human Resources or Payroll Department.
- Your Self-Service Time and Attendance (SSTA) timesheet is considered your official Commonwealth attendance record.
- If you need assistance with reporting regular time please contact the MassHR Employee Service Center or your agency Human Resources/Payroll Department if you are a part of a non-ESC agency.

| Step | Action |
|---|---|
| 1. | Log into SSTA using your user ID (employee ID) and password. |
| 2. | From the SSTA homepage, click on the **SELF SERVICE** link located in the menu box. |
| 3. | You will arrive at the SELF **SERVICE** page. Click on the **TIMESHEET** link to access your timesheet. |
| 4. | Your timesheet will be displayed, complete with your populated work schedule. |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>If you are a labor distribution employee, you will need to report your time worked and identify time spent on specific projects on your timesheet. This will be done by assigning hours worked to various combo codes<br><br>Note: A COMBO CODE is data which represents time charged to a particular project or account.  The process of choosing a combo code is easy and is very similar to choosing a time reporting code.</td></tr>
<tr><td>6.</td><td>Adjust your hours worked in the existing row to reflect your time worked on a specific project (i.e. if you worked 2 hours (9:00AM-11:00AM) on a specific project on Monday, change your IN and OUT times in the pre-populated schedule for Monday).</td></tr>
<tr><td>7.</td><td>To add time worked on another project, scroll to the right of the timesheet page and click the ADD A ROW (+) icon</td></tr>
<tr><td>8.</td><td>In the newly added row, enter your time worked on the second project that day by adding another IN and OUT time.  (i.e. if you worked 11:00AM-12:00PM on a project on Monday put an IN time of 11:00:01Note that the same OUT time from the previous row cannot be used and record and OUT time of 12:00:01PM to balance your reported hours).<br><br>Illustrative Example:<br><br>
</td></tr>
<tr><td>9.</td><td>Scroll to the right and click the find the COMBO CODE column and click on the magnifying glass icon in the appropriate row.<br><br>This opens the LOOK UP COMBO CODE dialogue box. Scroll through the combo code values and select the appropriate COMBO CODE link.<br>You will need to repeat this step for each row added.</td></tr>
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| Step | Action |
|---|---|
| 10. | Notice the combo code field has been populated with the selected combo code. |
| 11. | Next, if instructed by your agency, you will need to select **USER FIELDS** by scrolling to the right. Labor distribution timesheets have five columns entitled **USER FIELD 1, USER FIELD 2, USER FIELD 3, USER FIELD 4** and **USER FIELD 5**. User Fields further drill down time worked on a particular project and can charge time to specific tasks or other accounts. Instructions on the appropriate use of USER FIELDS will be communicated to you by a representative from you agency.<br><br>Note: If you do not have user fields to enter, you can review your time and submit. |
| 12. | Repeat steps 6-11 as necessary. |
| 13. | If you have no changes, click the **SUBMIT** button to route your timesheet for approval to your supervisor or manager. |
| 14. | The **SUBMIT CONFIRMATION** page will display. By clicking the OK button on this page, you are certifying your attendance record. |
| 15. | Review your **REPORTED HOURS** and **SCHEDULED HOURS** information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy. |
| 16. | Review the **REPORTED HOURS SUMMARY** table for accuracy. |
| 17. | Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews the time you submit the status will change to either **APPROVED** or **DENIED**. |
| 18. | Click on the **SIGN OUT** link to log out of SSTA. |